Enterprise Information Services
Duty Statement

Section:	Enterprise Applications and Maintenance Support
Unit:	Strategic Offender Management System (SOMS) - Case Record Unit
Position Number:	065-625-1144-002
Classification:	Correctional Case Records Administrator
Date:	07/01/2015

Supervision: Under the general direction of the Correctional Lieutenant, the Correctional Case Records Administrator (CCR Admin) is responsible for ensuring the integrity of electronic offender files within the CDCR Electronic Records Management System (ERMS) and Electronic Offender Management Information System (eOMIS) component of the Strategic Offender Management System (SOMS) within the California Department of Corrections and Rehabilitation's (CDCR) statewide uniform case records system. The CCR Admin directly supervises two (2) Correctional Case Records Supervisors, and indirectly supervises five (5) Correctional Case Records Analysts within the SOMS Case Records Unit (CRU). The CCR Admin also provides functional direction and guidance to Records staff assigned to the Division of Adult Institutions (DAI) and the Division of Adult Parole Operations (DAPO) Case Records offices statewide.

Knowledge: The CCR Admin brings to the SOMS team expert knowledge of preparation, maintenance, interpretation, and management of comprehensive offender criminal case records. The CCR Admin is well-versed in sentence and parole laws, classification process and purposes, regulations, activities and functions of the Department, Board of Parole Hearings (BPH), and related city, county, State and Federal Agencies. The CCR Admin demonstrates understanding and tact in the management of the SOMS CRU's day-to-day operations.

Complexity: The SOMS CRU is the only entity within CDCR that has the authority to permanently remove documents from the electronic database, move documents from one file to another, move documents from one section to another (including documents to the Confidential Section), or re-index a document type.

The CCR Admin is responsible for ensuring that the SOMS/eOMIS program incorporates appropriate laws, provisions of applicable court decisions, administrative policies, and rules and regulations for managing offender case records. The CCR Admin develops new policy and procedures for the electronic management of offender records in relation to the offender records management process. The CCR Admin also ensures that case records management processes and functions of SOMS (such as Classification, Disciplinary, and Programs) are in sync with processes used within the Electronic Records Management System (ERMS). The CCR Admin provides direction to the technical teams on the migration of offender information to SOMS/eOMIS. The CCR Admin provides consultative services to the Captain, Adult Institution, and the Project Director in on administrative and technical policy and procedure regarding electronic offender information that used for managing the institution population, program assessments and statistical reporting at various levels of the organization including headquarters, institutions, parole operations and Board of Parole Hearings.

Scope and Effect: The CCR Admin is responsible capturing and integrating case records business requirements into the SOMS program. The CCR Admin is responsible for developing and amending policy and procedures affected by the automated offender management program for the statewide Uniform Case Records System under the direction of the Chief Correctional Case Records Services, and ensures these policy and procedures are deployed and understood by employees statewide. The CCR Admin provides oversight regarding the management of offender case records, and gives direction to the SOMS CRU to take corrective action as needed to ensure success of the electronic process.

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Personal Contact: The CCR Admin advises managerial, administrative, and executive staff on the planning, development, implementation and coordination of SOMS/eOMIS case records issues. The CCR Admin frequently contacts field staff to validate program requirements and to share the status of SOMS. The incumbent is expected to be well organized and communicate effectively, both orally and in written form. The CCR Admin contributes information for status reports. The incumbent provides verbal presentations to customers and briefings to Enterprise Information Services (EIS) and Department managers. The CCR Admin will identify and coordinate with stakeholders, internal and external, to ensure they are aware of the current state of SOMS/eOMIS and ERMS and any changes that may affect them.

Purpose of Contacts: In the normal course of work, the CCR Admin is expected to identify and communicate business requirements to ensure the SOMS/eOMIS meets the requirements for effective management of offender case records as outlined in CDCR's Uniform Case Records System.

Specific duties include but are not limited to the following:

45%	Management of SOMS Case Records Unit

- Provide supervision and oversight for SOMS CRU staff in the issue resolution process. Provide guidance as staff research, analyze, and resolve requests for actions within electronic offender case records documentation.
- Provide direction and supervision to the SOMS CRU regarding program development, deployment, and management.
- Provide direction on issues resulting from program deployment and take corrective action to resolve.
- Ensure staff apply knowledge of CDCR Case Records policies and applicable state laws to maintain the reliability of offender case records information.
- Communicate with Case Records Managers and Supervisors at DAI and DAPO Case Records offices to provide direction and guidance in the management of eOMIS.

30%	Program Oversight

- Lead the identification, clarification, development and implementation of issue resolution for the electronic offender case records portion of the SOMS Program.
- Review and recommend approval of changes to the SOMS program that impact the operations of case records management statewide.
- Direct and evaluate the management of SOMS/eOMIS in relation to electronic case records
- Verify program requirements, business processes, and business rules related to case records processes.
- Ensure future updates to the eOMIS/SOMS program comply with current and pending policy, procedure, regulations, and business requirements.
- Lead discussion and formulation of resolutions related to program-related issues.

15%	Organizational Analysis and Integration

- Conduct studies and prepare reports as needed.
- Participate in program planning and coordinate with SOMS core team members, CDCR staff, SOMS strike team members and EIS staff in the area of their business expertise.

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10%	Other Duties as Required

- Review business processes within each business area (institutions, parole, and juvenile justice) to identify inconsistencies and recommend corrective actions to Department management for process standardization review.
- Provide training to staff as required.
- Travel as required.

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.

_____   _____
Employee's Signature   Date

_____   _____
Supervisor's Signature   Date